

AGENDA
BENBROOK CITY COUNCIL
THURSDAY, FEBRUARY 7, 2019
911 WINSCOTT ROAD, BENBROOK, TEXAS
PRE-COUNCIL WORKSESSION 7:15 P.M.
CENTRAL CONFERENCE ROOM
1. Review and discuss agenda items for regular meeting
REGULAR MEETING 7:30 P.M.
COUNCIL CHAMBERS
ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION

I. CALL TO ORDER

II. INVOCATION

PLEDGE OF ALLEGIANCE

Invocation To Be Given By Pastor Gary Oliver Of Tabernacle Of Praise

III. MINUTES

1. Approve Minutes Of The Regular Meeting Held January 17, 2019

Documents:

[CC MINUTES-01-17-19.PDF](#)

IV. PRESENTATION BY MAYOR AND MEMBERS OF COUNCIL

CC-2019-01 Make Appointments To The Comprehensive Plan Update Steering Committee

V. REPORTS FROM CITY MANAGER

A. GENERAL

G-2399 Approve Investment Report For Quarter Ending December 31, 2018

Documents:

[G-2399 APPROVE INVESTMENT REPORT - DECEMBER 18.PDF](#)

[G-2399 INVESTMENT REPORT - DECEMBER 2018.PDF](#)

VI. EXECUTIVE SESSION

Pursuant To Texas Government Code

1. Section 551.072, Deliberation Regarding Real Property - Deliberate The Sale, Purchase, Exchange, Lease Or Value Of Real Property, As Deliberation In An Open Session Would Have A Detrimental Effect On The Position Of The Governmental Body In Negotiations With A Third Party

2. Section 551-087, Deliberation Regarding Economic Development Negotiations - Discuss Possible Incentives For Redevelopment Of Benbrook Economic Development Corporation Properties

VII. RECONVENE INTO REGULAR MEETING

Take Action From Executive Session

VIII. INFORMAL CITIZEN COMMENTS

State Law Prohibits Any Deliberation Of Or Decisions Regarding Items Presented In Informal Citizen Comments. City Council May Only Make A Statement Of Specific Information Given In Response To The Inquiry; Recite An Existing Policy; Or Request Staff Place The Item On An Agenda For A Subsequent Meeting. The Exception To Informal Comments Is That Once An Election Date Has Been Set By City Council Comments Relative To Elections Will Not Be Broadcast On The City's Cable Channel. However, A Copy Of The Tape Containing Citizens' Comments Will Be Available At City Hall For Review Or Purchase By Interested Citizens

IX. COUNCIL MEMBER AND STAFF COMMENTS

Announcements From City Councilmembers And City Staff May Be Made For Items To Include: Expression Of Thanks; Congratulations; Condolence; Recognition Of Public Officials, Employees Or Citizens; Information Regarding Holiday Schedules; Reminders Of Community Events Or Announcements Involving An Imminent Threat To The Public Health And Safety Of The Municipality That Has Arisen After The Posing Of The Agenda. No Discussion Or Formal Action May Be Taken On These Items At This Meeting.

X. ADJOURNMENT



**MINUTES
OF THE
MEETING OF THE
BENBROOK CITY COUNCIL
THURSDAY, JANUARY 17, 2019**

The regular meeting of the Benbrook City Council was held on Thursday January 17, 2019 at 7:30 p. m. in the Council Chambers at 911 Winscott Road with the following Council members present:

Jerry Dittrich, Mayor
Renee Franklin
Larry Marshall
Dustin Phillips
Jim Wilson
Laura Mackey
Ron Sauma

Also Present:

Andy Wayman, City Manager
Joanna King, City Secretary
Jim Hinderaker, Assistant City Manager
Rick Overgaard, Finance Director
Bennett Howell, Public Services Director
Amanda Valdez, Management Analyst

Others Present:

Bill Smith
Lynette Spence
Jason Ward
George Tow, Boy Scout Troop 17
Matt McCutchen, Boy Scout Troop 17
Sam Edmiston, Boy Scout Troop 43
John Edmiston, Boy Scout Troop 43
Jeffery Edmiston

I. CALL TO ORDER

Meeting called to order at 7:30 p. m. by Mayor Jerry Dittrich.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Invocation given by Pastor Todd Pylant of First Baptist Church of Benbrook.
The Pledge of Allegiance was recited.

III. MINUTES

1. Minutes of the regular meeting held January 3, 2019

Motion by Mr. Sauma, seconded by Dr. Marshall to approve the minutes of the regular meeting held January 3, 2019.

Vote on the Motion:

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Dittrich, Mr. Wilson, Ms. Mackey, Mr. Sauma

Noes: None

Motion carries unanimously.

IV. REPORTS OF CITY MANAGER

A. GENERAL

G-2395 Accept Finance Report for period ending December 31, 2018

Rick Overgaard gave the following report: General Fund revenues for the month of December were \$6,252,751. Property tax collections were \$5,678,472. Property tax revenues increased significantly in December ahead of the February 1 payment deadline. Sales tax collected and recognized as revenue in December 2018 was \$216,094. Sales tax collections continue to increase compared to last fiscal year. General Fund revenues collected through the end of December were \$7,853,480 or 38.8 percent of the budget.

General Fund expenditures for the month of December were \$1,128,953. Expenditures through December were \$4,116,202 or 19.6 percent of the adopted budget.

For the 2018-19 fiscal year-to-date, total General Fund revenues of \$7,853,480 exceeded General Fund expenditures of \$4,116,202 by \$3,737,278.

Debt Service revenues for the month of December totaled \$303,787; all revenue was from property tax collections. There were no expenditures for December. The next debt service payments will occur in January 2019.

EDC revenues as of December 31, 2018, were \$1,036,055. Most of the revenue was from the sale of land. EDC expenditures through the end of December were \$167,667. Total revenues exceeded total expenditures by \$868,388.

Total revenues received through December 31, 2018, were \$323,928 from Stormwater Utility fees, mineral lease revenue, and interest earnings. Total expenditures for the Capital Projects Fund were \$481,815 through the end of December 2018. December expenditures were for the following projects: Vista Way, Clearfork Emergency Access Bridge and Animal Shelter. Total expenditures exceeded total revenues by \$157,887. Sufficient funds are available in the current fund balances of the Capital Projects Fund. This fund operates on a project basis rather than a specific fiscal year.

On December 31, 2018, the City had \$19,745,182 invested at varying interest rates; the EDC had \$5,661,603 available.

Motion by Ms. Franklin, seconded by Dr. Marshall to accept the finance report for the period ending December 31, 2018.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Dittrich, Mr. Wilson, Ms. Mackey, Mr. Sauma

Noes: None

Motion carries unanimously.

G-2396 Award 43rd Year Community Development Block Grant Project

Bennett Howell gave the following report: The 43rd Year Community Development Block Grant (CDBG) project calls for the installation of new streetlights along the north side of the 5600 and 5700 Blocks of Bellaire Drive in northeast Benbrook in the Country Day Meadows Addition in Benbrook's CDBG target area.

Tarrant County opened bids on January 9, 2019. Two bids were received:

Bean Electrical, Inc.	\$108,281.00
Durable Specialties	\$280,000.00

The City's allocation of funds for the 43rd Year CDBG is \$184,046.79. Therefore, no City funding is required for construction of the project. Staff is inquiring as to whether the remaining funds will rollover to future project cycle(s). The City's consultant, Teague Nall & Perkins, provided engineering services for the project and recommends the low bidder, Bean Electrical, Inc.

Motion by Dr. Marshall, seconded by Ms. Mackey to recommend that Tarrant County award the 43rd Year Community Development Block Grant project to Bean Electrical, Inc. in the amount of \$108,281.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Dittrich, Mr. Wilson, Ms. Mackey, Mr. Sauma

Noes: None

Motion carries unanimously.

G-2397 Conduct Public Hearing and consider 45th Year Community Development Block Grant Projects

Bennett Howell gave the following report: The City's application for the 45th Year Community Development Block Grant (CDBG) is due January 31, 2019. The City Council is required to hold a public hearing to receive public comment prior to that time and a public hearing has been advertised for the January 17th City Council meeting.

The U.S. Department of Housing and Urban Development (HUD) has adopted increasingly stringent regulations regarding eligibility. Projects must benefit low or moderate-income residents, either by being located within a service area that has a majority of low or moderate-income residents, or benefiting a target population, such as the elderly or disabled. Among the types of projects that may be funded are:

1. **Public Facilities and Improvements** - Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements which benefit low and moderate-income populations. This may include senior citizen centers/community centers, or reconstruction of street, water and sewer lines, sidewalks, parks or playgrounds in low and moderate-income areas. HUD has recently prohibited any drainage improvements if they are located within the 100-year floodplain.
2. **Removal of Architectural Barriers** - Removal of barriers that restrict mobility and accessibility for elderly or disabled persons to publicly owned buildings, facilities and sidewalks.
3. **Rehabilitation and Preservation Activities** - Rehabilitation of privately owned low income residential buildings or houses. Activities related to rehabilitation may include code enforcement, historic preservation, and renovation of closed buildings.

For any public works project, Benbrook must demonstrate that the service area population is predominately low to moderate income residents. Per the 2010 Census, Census Block Group 1054.05 qualifies and is roughly bounded to the

north by Bellaire Drive, Southwest Boulevard to the west and south and Crosslands Road to the east (see attached map.) The funds must only be used to benefit residential areas, as Tarrant County has rejected proposals that would benefit commercial or non-residential property.

Tarrant County anticipates Benbrook's 2019 funding level should be approximately \$145,000 to \$165,000.

During the December 20, 2018, Benbrook City Council Work Session, City Council reviewed the following possible projects:

1. Crosslands Road Streetlight Installation
2. Bellaire Drive Sidewalk Installation Project
3. Crosslands Road Sidewalk Installation Project

Mayor Dittrich opened the public hearing at 7:45 p.m. No one spoke to the item. Mayor Dittrich closed the public hearing at 7:46 p.m.

Motion by Mr. Wilson, seconded by Mr. Phillips to approve the Crosslands Road Streetlight Project as its 45th Year CDBG project application.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Dittrich, Mr. Wilson, Ms. Mackey, Mr. Sauma

Noes: None

Motion carries unanimously.

G-2398 Adopt update to Section 278 – Capital Improvement Program to the Comprehensive Plan (Public Hearing)

Jim Hinderaker gave the following report: The Capital Improvements Program (CIP) is a forecast and schedule of public physical improvements for the next five years and beyond. The City Charter requires that the CIP be updated on an annual basis. The CIP is dynamic and may change over time based on community needs, citizen expectations and unanticipated strategic opportunities.

The changes included in this year's plan include:

1. A consolidation of Table 17.1, Program Summary and Table 17.2, Scheduled Projects into a single summary table of the Five-Year Capital Improvement Plan. The updated table includes:
 - Project Year
 - Project Categories
 - Estimated Project Budget and Funding Source
 - Project Status
2. Updated project information
3. Updated cost estimates in 2019 dollars

The City has authorized the purchase of and is moving forward with the installation of three park shade structures, the 800 MHz radio system and a jail renovation. Additional future projects include the purchase of two fire trucks, improving city hall and the police station and the possible construction of a pedestrian tunnel under Benbrook Boulevard near Overcrest Drive.

Streets and Thoroughfares

The reconstruction of Benbrook Boulevard (U.S. 377) from I-20 to Winscott/Lakeside Drive is nearing completion. The remaining utility relocations and the installation of the traffic signal on Benbrook Boulevard at Benbrook Field Drive are anticipated to be completed by February 2019. Irrigation, landscaping and monument/wayfinding signs will be installed by the City once the TXDOT contractor clears the project.

The Clear Fork Emergency Access Bridge interlocal agreement with Fort Worth was approved by both City Councils in 2018. The gated, one-lane emergency access bridge will span the Clear Fork Trinity River within TxDOT right-of-way just north of where the river intersects with I-20 and will connect to Bellaire Drive. Engineering design of the emergency access bridge is approximately 60% complete and expected to be 100% complete by spring of 2019. Construction of the emergency access bridge is expected to begin by fall 2019 and completed by fall 2020.

The engineering design for the extension of Vista Way began in April 2016 and construction began in September 2018. The project extends Vista Way from Mercedes Street to the I-20 Service Road. The project also includes extending water, sanitary sewer, storm drains and sidewalks. The project is funded through the Tax Increment Finance District. The City is working with the developer of a multi-family residential project fronting Vista Way and construction is expected to begin in early 2019.

Streetlights will be installed in the 5600-5700 blocks of Bellaire Drive between Crosslands Road and Watercourse Drive in 2019 with funding from the 43rd Year

Community Development Block Grant program. Streetlight installation is also proposed along Crosslands Road between Bellaire Drive and approximately 420 feet north of Southwest Boulevard in FY 2019-20 with funding from the 45th Year Community Development Block Grant. Sidewalk installations are proposed along the north side of Bellaire Drive and along the east side of Crosslands Road. Funding for the two sidewalk projects is from the 47th and 49th Year Community Block Grant program, respectively.

The CIP includes a new roadway project connecting the northern most end of Vista Way to Benbrook Boulevard, providing an additional crossing under I-20 and another connection to Benbrook Boulevard. The project includes a two-way conversion of the I-20 Service Road. The project is proposed to be funded through the Tax Increment Finance District. The CIP cost estimate is for roadway improvements only. Right-of-way acquisition costs and other potential costs cannot be estimated until some engineering design has taken place.

The CIP includes an annual expenditure of \$450,000 to fund the annual street overlay program. Tarrant County furnishes all equipment and labor necessary to overlay approved street segments provided the City pays the cost of all necessary materials and traffic control.

Drainage Facilities

The CIP includes a number of drainage projects over the next five years. Proposed projects include:

1. FY 2018-19: Chapin Road Cross Culvert Replacement and Channel and the Van Deman Drive Drainage Improvements
2. FY 2019-20: Continuation of the Chapin Road Cross Culvert Replacement and Channel and the Van Deman Drive Drainage Improvements
3. FY 2020-21: Westerly Ditches Drainage Improvements
4. FY 2021-22: Southside/Dawn Plantation West Drainage Improvements
5. FY 2022-23: Dutch Branch Park Low Water Crossing
6. FY 2023-24: Dutch Branch Park Drainage Improvements

Funding for all drainage projects is from the Storm Water Utility Fund.

Mayor Dittrich opened the public hearing at 7:49 p.m. No one spoke to the item. Mayor Dittrich closed the public hearing at 7:49 p.m.

Motion by Mr. Wilson, seconded by Ms. Franklin to adopt the revised Section 17 – Capital Improvements Program as part of the Comprehensive Plan.

Vote on the Motion

Ayes: Ms. Franklin, Dr. Marshall, Mr. Phillips, Mayor Dittrich, Mr. Wilson, Ms. Mackey, Mr. Sauma

Noes: None

Motion carries unanimously.

V. INFORMAL CITIZEN COMMENTS

VI. COUNCIL MEMBER AND STAFF COMMENTS

Ron Sauma reminded citizens of the Lion's Club 43rd Annual Chili Supper to be held March 2, 2019.

VII. ADJOURNMENT

Meeting adjourned at 7:43 followed by worksession to discuss selection of Steering Committee for Comprehensive Plan Update

APPROVED:

Jerry B. Dittrich, Mayor

ATTEST:

Joanna King, City Secretary



City of Benbrook

CITY COUNCIL COMMUNICATION

DATE: 2/07/18	REFERENCE NUMBER: G-2399	SUBJECT: Approve Investment Report for the quarter ending December 31, 2018.	PAGE: 1 of 1
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The Public Funds Investment Act (PFIA), Texas Government Code and the City's Investment Policy require that an Investment Report be presented to City Council.

The Investment Committee met on January 29, 2019, to review the report and ensure compliance with the City's investment policy. A copy of the Investment Report is attached and highlights are presented below.

- The total portfolio for the City and EDC at December 31, 2018 is \$26,895,351, with 75% or \$20,245,301 belonging to the City, and 25% or \$6,650,050 to the EDC.
- 35% of the combined portfolio is in bank accounts, with 44% in local government investment pools, 19% in certificates of deposit and the remaining 2% in agency notes.
- The weighted average maturity on the combined portfolio is 109 days with a 1.49% average yield to maturity.

RECOMMENDATION

Staff recommends that the City Council accept the Investment Report for the quarter ending December 31, 2018.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
		CITY SECRETARY
CITY MANAGER		DATE:

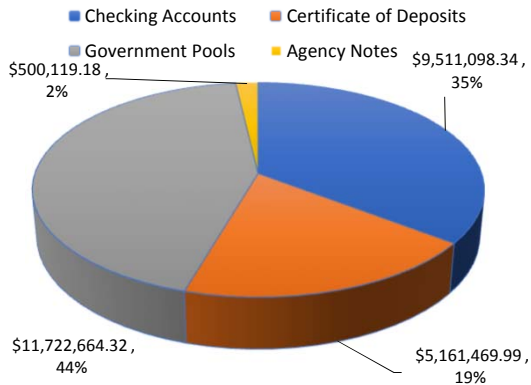
City of Benbrook
Quarterly Investment Report
Fiscal Year 2019
for Period Ending December 31, 2018

Type Fund Description	Current Value as of 9/30/2018	Net Buys(Sells)	Interest Earned	Current Value as of 12/31/2018	Annual Yield at 12/31/18	WAM* (Days)
Checking Accounts	\$ 10,467,234.68	\$ (960,678.15)	\$ 4,541.81	\$ 9,511,098.34	0.03%	1
Agency Notes	\$ -	\$ 500,000.00	\$ 119.18	\$ 500,119.18	2.90%	637
Certificate of Deposits	\$ 4,148,981.63	\$ 988,000.00	\$ 24,488.36	\$ 5,161,469.99	2.38%	503
Government Pools	\$ 9,160,055.93	\$ 2,500,000.00	\$ 62,608.39	\$ 11,722,664.32	2.22%	1
Total Portfolio	\$ 23,776,272.24	\$ 3,027,321.85	\$ 91,757.74	\$ 26,895,351.83	1.49%	109
City of Benbrook	\$ 18,861,405.45	\$ 1,321,149.68	\$ 62,746.24	\$ 20,245,301.37	1.50%	48
EDC	\$ 4,914,866.79	\$ 1,706,172.17	\$ 29,011.50	\$ 6,650,050.46	1.46%	297
Total Portfolio	\$ 23,776,272.24	\$ 3,027,321.85	\$ 91,757.74	\$ 26,895,351.83	1.49%	109

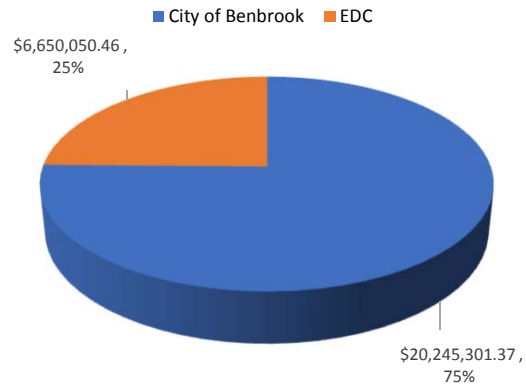
*WAM - Weighted Average Maturity

Benchmark 90 Day T-Bill Yield **2.32%** **90**

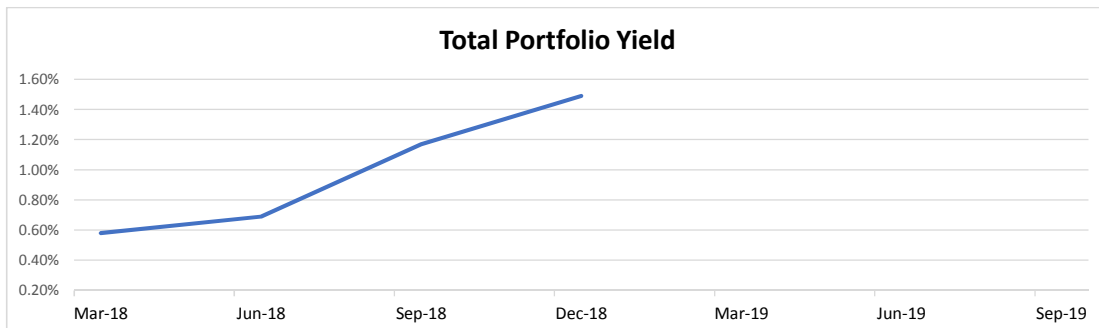
Total Cash and Investment by Type



Total Cash and Investments by Entity

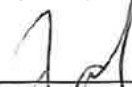



Total Portfolio Yield



This quarterly report is in compliance with the investment policy and strategy as established by the City and the Public Funds Investment Act (Chapter 2256, Texas Government Code).

Prepared by:


 Rick Overgaard
 Finance Director


 Lesley Marshall
 Accounting Supervisor